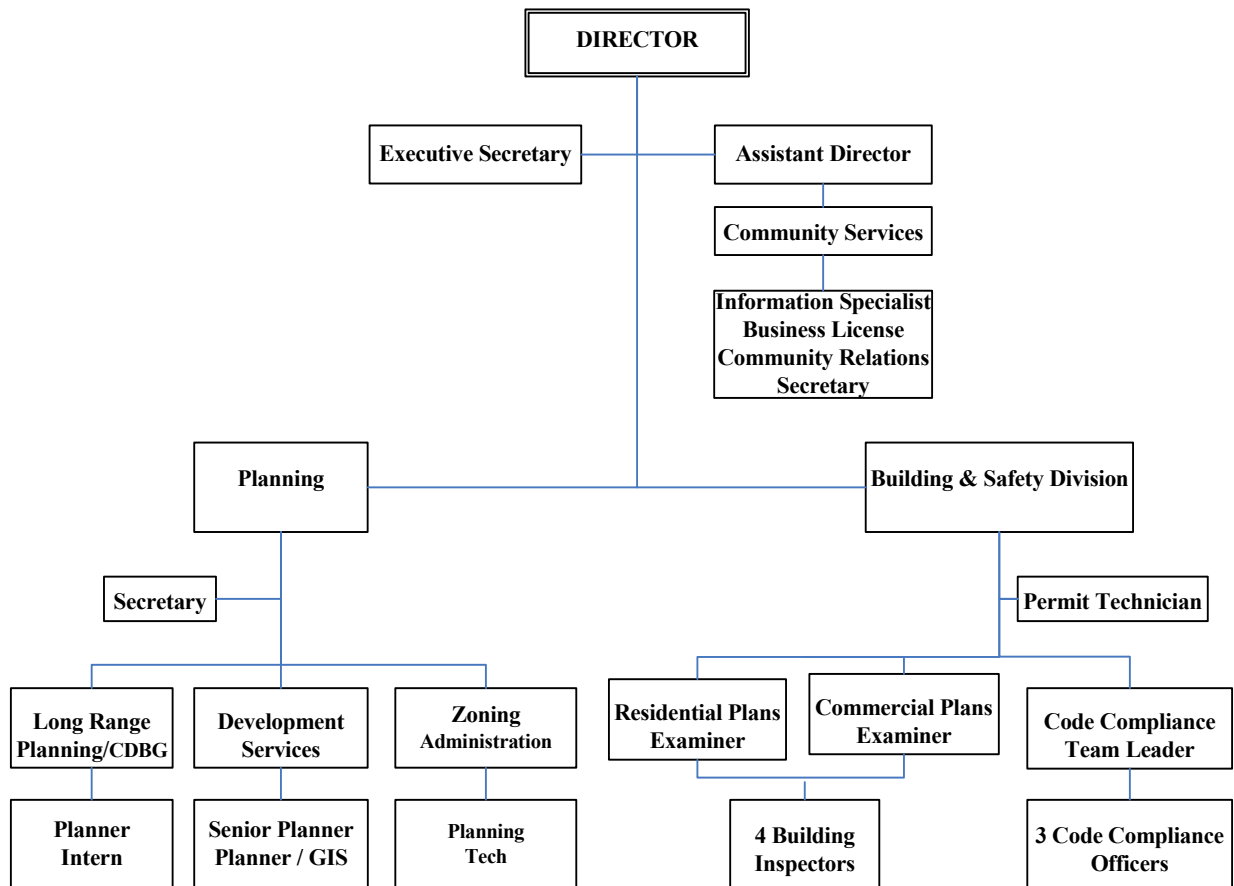


## Department Organization

## Community Development



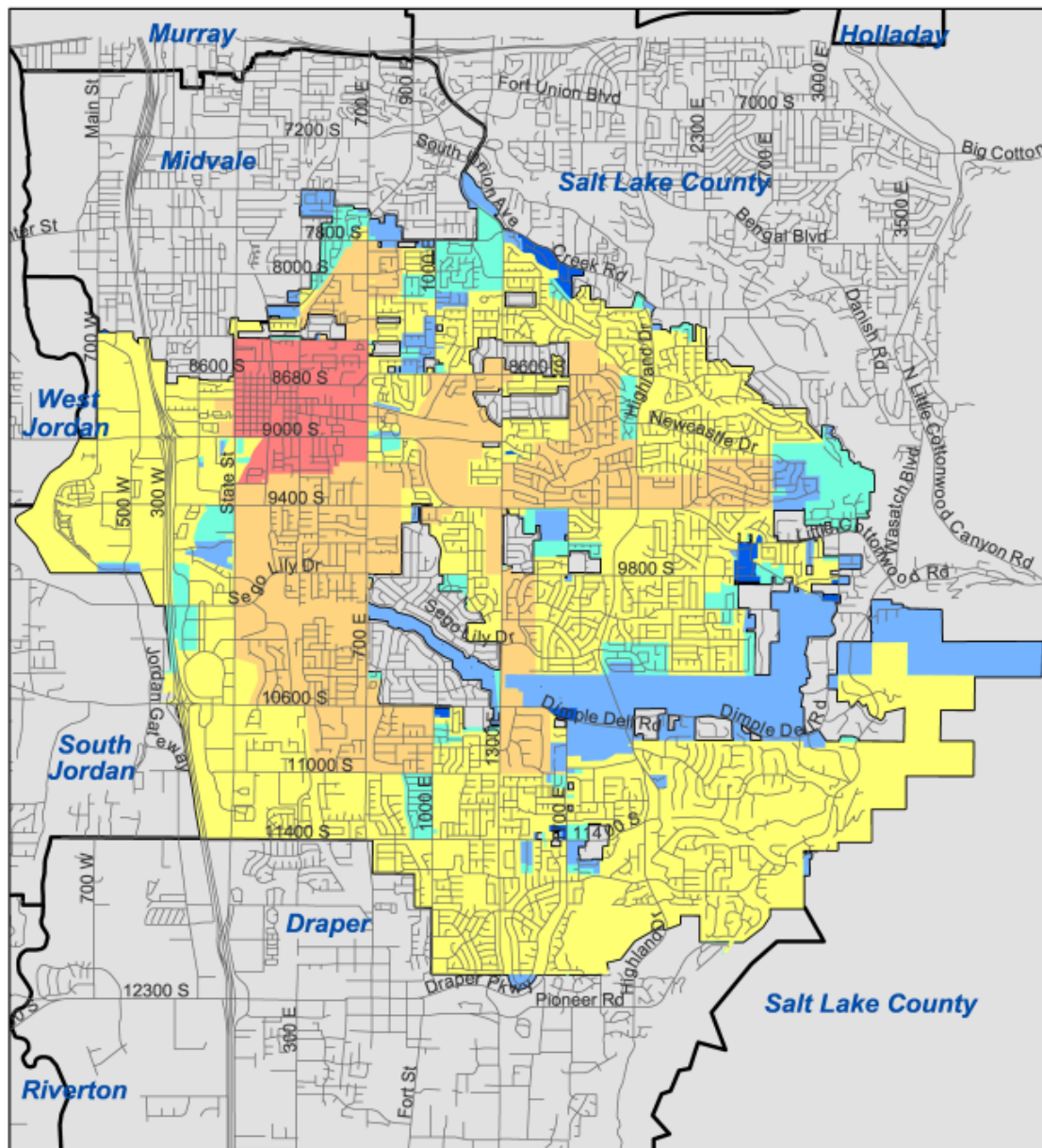
## Department Description

The Community Development Department is charged with planning, reviewing, regulating, and approving all facets of land use within Sandy City. Specifically, these functions include planning, building inspections, zoning enforcement, business licensing, Community Development Block Grant (CDBG) administration, and community relations.

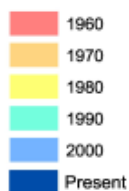
## Department Mission

In concert with the values and spirit of the community, the Community Development Department is committed to:

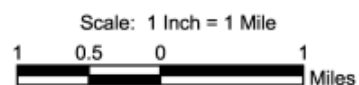
- Properly and professionally guide the development of the city.
- Protect and enhance the quality of life for all Sandy citizens.
- Bring about efficient and effective delivery of services.
- Implement technology that will provide accurate data that will assist in making informed decisions.
- Promote community pride and cooperation.



#### Legend



## Sandy City Growth



Produced by Sandy City GIS  
 Jason DeWitt, GIS Technician  
 December 20, 2002

**Department Administration:**

- Efficiently and effectively administer budget.
- Ensure compliance with procurement, legal, finance, risk management, and other city policies.
- Direct personnel functions: recruitment, benefits, etc.

**Direct Department Functions:**

- Coordinate Development Review Committee.
- Implement neighborhood preservation programs.
- Amend city codes to provide better standards for development.
- Coordinate with other departments on overall strategic development issues.

**Provide Efficient and Effective Delivery of Services:**

- Increase website/Internet availability of products and services.
- Revise staffing and procedures to better serve the public.
- Enhance emergency response capabilities - shelter services and rapid assessment.

**Continuous Improvement of Staff's Professional Abilities:**

- Broaden staff technical and professional abilities through intensive training.
- Encourage staff participation in professional organizations.

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**Five-year Accomplishments**

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**Department Administration:**

- Created cost allocation program for annual review of fees.
- Maintained the lowest Workers Compensation claims of any department in the city.

**Direct Department Functions:**

- Completed TQM process for enhancing the Development Committee's development review processes.
- Completed Neighborhood Preservation Plan.
- Developed new Title 9: Property Maintenance Ordinance.

**Provide Efficient and Effective Delivery of Services:**

- Implemented Development Tracking System.
- Developed new department website.
- Streamlined development review process.
- Expanded office hours and inspection scheduling to better serve the public.
- Completed reorganization of the Historic Committee.
- Created "Red Line" Plan Review Committee with developers.
- Created new inspection scheduling system for more convenience to the public.

**Continuous Improvement of Staff's Professional Abilities:**

- Completed specific technical/professional certification of staff.

## Performance Measures & Analysis

## Community Development Admin

In the most recent citizen's survey, neighborhood preservation and the aesthetic appearance of the city are areas where the citizens have the most growing concerns.

Citizens Survey (Fiscal Year)	2003	2004	2005	2006
<b>Observed major improvement</b>				
Shopping/business growth	14%	17%	12%	N/A
Better planning/zoning/master plan	N/A	N/A	1%	N/A
Building/development/homes	1%	N/A	N/A	N/A
Development	2%	3%	3%	N/A
Cleaner city/beautification	2%	4%	2%	N/A
<b>Desired major improvement</b>				
Less growth/less crowding	2%	3%	1%	N/A
Less building	2%	1%	2%	N/A
Better planning/zoning/master plan	N/A	N/A	2%	N/A
Cleanup city/junk cars/trash	N/A	3%	2%	N/A
<b>Most important issue</b>				
Growth/increased population	27%	29%	20%	N/A
Gravel Pit	N/A	N/A	8%	N/A
Development/over-development	2%	3%	4%	N/A
Planning/zoning/master plan	1%	1%	1%	N/A
Maintaining yards/landscaping	N/A	N/A	<1%	N/A
<b>Aesthetic appearance of the city</b>				
Very satisfied	48%	50%	46%	N/A
Somewhat satisfied	49%	47%	48%	N/A
Somewhat dissatisfied	3%	2%	5%	N/A
Very dissatisfied	1%	1%	1%	N/A
<b>Effectiveness of Property Maintenance Ordinances</b>				
Definitely	N/A	32%	30%	N/A
Probably	N/A	36%	38%	N/A
Probably Not	N/A	18%	16%	N/A
Definitely Not	N/A	14%	12%	N/A
<b>Neighborhood Maintenance &amp; Problems</b>				
<i>I-not serious; 5-very serious</i>				
Weeds	N/A	2.12	2.03	N/A
Junk	N/A	1.94	1.96	N/A
Debris	N/A	1.90	1.70	N/A
Vacant Lots/Homes	N/A	1.75	1.70	N/A
Poorly maintained front yards	N/A	N/A	2.23	N/A
Poorly maintained back yards	N/A	N/A	2.22	N/A
Poorly maintained homes	N/A	2.20	2.11	N/A
Too many cars	N/A	N/A	2.46	N/A
Inoperable cars	N/A	N/A	194%	N/A

## Significant Budget Issues

No significant budget issues.

# Budget Information

# Community Development Administration

Department 50	2003 Actual	2004 Actual	2005 Actual	2006 Estimated	2007 Approved
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 498,542	\$ 345,256	\$ 343,172	\$ 409,222	\$ 385,856
<b>Total Financing Sources</b>	<b>\$ 498,542</b>	<b>\$ 345,256</b>	<b>\$ 343,172</b>	<b>\$ 409,222</b>	<b>\$ 385,856</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 315,864	\$ 220,470	\$ 219,742	\$ 228,119	\$ 243,192
411113 Vacation Accrual	-	-	-	670	1,949
411211 Variable Benefits	64,042	44,037	44,016	46,717	48,330
411213 Fixed Benefits	35,346	20,819	21,170	21,334	20,558
411214 Retiree Health Benefit	6,714	2,887	3,216	3,148	6,020
41131 Vehicle Allowance	5,084	5,103	5,084	5,064	5,677
41132 Mileage Reimbursement	596	166	122	300	300
41135 Phone Allowance	-	-	280	480	480
4121 Books, Sub. & Memberships	727	1,692	2,707	1,800	2,300
41231 Travel	5,108	2,781	4,454	3,000	4,000
41232 Meetings	1,594	2,110	1,560	1,500	1,500
41235 Training	230	1,667	552	1,000	1,000
412400 Office Supplies	19,886	14,552	13,695	20,469	16,969
412440 Computer Supplies	-	-	285	285	1,893
412470 Special Programs	2,581	2,789	2,343	2,500	2,500
412511 Equipment O & M	4,000	4,480	3,781	4,000	4,000
412611 Telephone	4,263	2,417	3,008	1,677	2,458
41342 Credit Card Processing	6,069	4,461	3,368	3,500	3,500
413723 UCAN Charges	2,529	3,003	2,995	3,240	3,240
41379 Professional Services	-	-	-	25,000	-
414111 IS Charges	20,062	8,899	8,265	12,519	12,141
41471 Fleet O & M	1,882	1,505	993	1,200	1,849
4174 Equipment	1,965	1,418	1,536	5,500	2,000
43472 Fleet Purchases	-	-	-	16,200	-
<b>Total Financing Uses</b>	<b>\$ 498,542</b>	<b>\$ 345,256</b>	<b>\$ 343,172</b>	<b>\$ 409,222</b>	<b>\$ 385,856</b>

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2005	FY 2006	FY 2007
<b>Appointed:</b>					
Community Development Director	\$ 2,844.80	\$ 4,267.20	1.00	1.00	1.00
<b>Full-time:</b>					
Assistant Director	\$ 2,235.20	\$ 3,352.80	0.79	0.79	0.79
Executive Secretary	\$ 1,112.00	\$ 1,668.00	1.00	1.00	1.00
<b>Total FTEs</b>			2.79	2.79	2.79

Capital Budget	2006 Budgeted	2007 Approved	2008 Planned	2009 Planned	2009 Planned
<b>19012 - Gateways/Beautification Projects</b> - This project funds gateway projects on the city boundaries as well as beautification projects on the I-15 corridor through Sandy.					
41 General Revenue	\$ 47,171	\$ -	\$ -	\$ -	\$ -
<b>19036 - Neighborhood Preservation Initiative</b> - This project funds costs related to the implementation of the city's neighborhood maintenance and preservation plan.					
41 General Revenue	\$ 38,234	\$ 25,000	\$ -	\$ -	\$ -
<b>Total Capital Projects</b>	<b>\$ 85,405</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Master Plans/General Plans:**

- Implement new strategic plans (Sandy Corners, 90th South Gateway, Civic Center Promenade, Neighborhood Maintenance and Preservation).
- Update Historic Sandy Master Plan.
- Work on target area master plan for the soccer stadium.
- Routinely update the city's general plan.

**Project Review & Regulation:**

- Continue intensity of residential/commercial/industrial site plan approvals and enforcement.
- Continue to adjust and revise development process as needed.

**Project Review & Regulation:**

- Coordinate various department reviews on projects effectively and efficiently.

**Development Code & Other Regulatory Codes:**

- Revise development code.
- Revise residential parking requirements.

**Data & Statistics:**

- Update statistical report.
- Provide demographic and other data on the department website.

## Five-year Accomplishments

**Master Plans/General Plans:**

- Adopted the following master plans - Downtown, Sandy Corners, 90th South Gateway, Promenade, Neighborhood Maintenance and Preservation.
- Completed streetscape goals and policies.
- Updated parks and open space element.

**Project Review & Regulation:**

- Streamlined development project review and site plan review.
- Implemented "Red Line" review committee for developers.
- Adjusted staffing to expedite project review process.
- Increased planning inspection of projects / bond releases.

**Development Consistency:**

- Implemented TQM findings for Development Committee.
- Coordinated multi-jurisdictional planning efforts: TRAX / TOD properties and 114th South Interchange.

**Development Code & Other Regulatory Codes:**

- Completed city architectural design standards.
- Updated population forecasts.

## Performance Measures & Analysis

Projects Processed (Calendar Year)	2003	2004	2005
Annexations	9	7	4
Rezoning	20	24	17
Code Amendments	19	25	14
Site Plan Review	70	70	85
Subdivisions	47	45	29
Conditional Use Permits	56	58	47
General Plan Projects	18	9	4
General Planning Reviews	382	418	433
Planning Inspections	355	123	183
Sign Permits	167	212	166
Board of Adjustment Cases	27	14	9
GIS Projects	214	90	47

- 1 Long Range Planning Manager Position** - Due to reduced funding in CDBG, it is necessary that a larger percentage of this position's funding come from the planning budget.
- 2 Fee Schedule Changes** - The Community Development Department annually calculates the cost of providing the various services reflected in the fee schedule. Adjustments were made to bring some fees more in line with other similar services. In general, the fees for basic services cover a smaller proportion of the cost than do the fees for those services that are a special request.

## Budget Information

<b>Department 51</b>	<b>2003 Actual</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimated</b>	<b>2007 Approved</b>
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 376,937	\$ 404,662	\$ 241,897	\$ 435,617	\$ 463,959
31229 Sign Permits Fees	10,199	10,157	11,779	11,478	10,000
314511 Planning Development Fees	111,122	92,223	183,891	120,065	115,000
314512 Inspection Fees	39,500	29,279	60,804	37,460	35,000
314513 Annexation Fees	350	1,104	1,617	-	-
314514 Rezoning Fees	2,121	4,718	4,272	3,000	3,000
314515 Other Developmental Fees	5,505	6,728	6,618	4,235	5,000
<b>Total Financing Sources</b>	<b>\$ 545,734</b>	<b>\$ 548,871</b>	<b>\$ 510,878</b>	<b>\$ 611,855</b>	<b>\$ 631,959</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 356,972	\$ 359,138	\$ 349,345	\$ 395,887	\$ 423,236 <b>1</b>
411113 Vacation Accrual	-	-	-	1,650	1,252
411121 Temporary/Seasonal Pay	10,057	5,669	2,526	9,614	9,806
411211 Variable Benefits	75,052	73,802	71,168	83,857	89,768 <b>1</b>
411213 Fixed Benefits	45,912	45,958	41,515	48,109	44,683
411214 Retiree Health Benefit	5,826	3,239	3,915	4,404	6,082
41131 Vehicle Allowance	3,156	3,168	3,156	3,144	3,565
41132 Mileage Reimbursement	278	406	630	500	500
4121 Books, Sub. & Memberships	2,098	2,152	1,815	2,100	2,100
41231 Travel	7,116	3,983	3,114	5,600	5,600
41232 Meetings	1,417	1,101	902	2,000	1,000
41235 Training	1,195	1,464	785	700	700
412425 Publications	6,869	4,399	4,541	9,000	1,500
412440 Computer Supplies	-	-	1,332	1,323	-
412611 Telephone	3,264	2,846	3,057	4,656	4,299
41379 Professional Services	-	-	-	-	-
414111 IS Charges	25,385	28,143	21,441	32,311	35,422
41471 Fleet O & M	1,137	4,403	1,636	1,000	2,446
4169 Grants	-	9,000	-	6,000	-
4174 Equipment	-	-	-	-	-
<b>Total Financing Uses</b>	<b>\$ 545,734</b>	<b>\$ 548,871</b>	<b>\$ 510,878</b>	<b>\$ 611,855</b>	<b>\$ 631,959</b>

# Budget Information (cont.)

# Planning

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2005	FY 2006	FY 2007
<b>Full-time:</b>					
Planning Director	\$ 2,081.60	\$ 3,122.40	1.00	1.00	1.00
Development Services Manager	\$ 1,939.20	\$ 2,908.80	1.00	1.00	1.00
Zoning Administrator	\$ 1,939.20	\$ 2,908.80	0.10	1.00	1.00
Long Range Planning Manager	\$ 1,939.20	\$ 2,908.80	1.00	0.28	0.42
Senior Planner	\$ 1,805.60	\$ 2,708.40	1.00	1.00	1.00
Planner	\$ 1,349.60	\$ 2,024.40	2.00	1.00	1.00
Zoning Technician	\$ 1,112.00	\$ 1,668.00	0.00	1.00	1.00
Secretary	\$ 898.40	\$ 1,347.60	1.00	1.00	1.00
<b>Temporary / Seasonal:</b>					
Undergraduate Intern	\$ 9.09	\$ 12.40	0.45	0.45	0.45
<b>Total FTEs</b>			7.55	7.73	7.87

Fee Information	2003 Approved	2004 Approved	2005 Approved	2006 Approved	2007 Approved
<b>314511 PLANNING DEVELOPMENT FEES</b>					
<b>Residential Review Fees</b>					
Pre-Development Fee					
Residential / unit	\$30	\$32	\$32	\$32	\$32
Residential - Sensitive Lands / unit	\$45	\$48	\$48	\$48	\$48
<b>Residential Development Fees</b>					
Single-Duplex Dwelling Unit /unit	\$270	\$284	\$284	\$284	\$300
Hillside Subdivision / unit	\$300	\$315	\$315	\$350	\$375
P.U.D. Phasing Plan - 1st	\$60	\$63	\$63	\$63	\$63
P.U.D. Phasing Plan - Additional	\$30	\$32	\$32	\$32	\$32
Subdivision Plat Amendment	\$60	\$63	\$63	\$63	\$80
Subdivision Appeal	\$70	\$73	\$73	\$73	\$73
<b>Condominium Conversion Fees</b>					
Base Fee	\$165	\$173	\$173	\$173	\$173
Per Unit Fee	\$55	\$58	\$58	\$58	\$58
<b>Commercial/Industrial/Multi-Family Review Fees</b>					
Pre-Development Fee					
% of total site plan review fee	25%	25%	25%	25%	25%
<b>Full Site Plan Review</b>					
0 to 5 acres / acre	\$1,375	\$1,440	\$1,440	\$1,440	\$1,440
5.1 to 10 acres					
Base	\$6,875	\$7,200	\$7,200	\$7,200	\$7,200
+ Per acre	\$535	\$560	\$560	\$560	\$560
10.1 to 50 Acres					
Base	\$9,550	\$10,000	\$10,000	\$10,000	\$10,000
+ Per acre	\$60	\$63	\$63	\$63	\$63
<b>Modified Site Plan Review</b>					
Per acre @ 20% per dept. up to 100%	N/A	\$1,440	\$1,440	\$1,440	\$1,440
Commercial (Modified SPR) higher of:	\$350/acre or \$35	Discontinued	Discontinued	Discontinued	Discontinued
Site Plan Review Appeal	\$70	\$73	\$73	\$73	\$73



# Budget Information (cont.)

# Planning

Fee Information	2003 Approved	2004 Approved	2005 Approved	2006 Approved	2007 Approved	
Commercial Development Inspection Fees						
Full Site Plan review / acre	\$435	\$457	\$457	\$457	\$457	
MSPR / acre @ 20% / dept. up to 100%		\$457	\$457	\$457	\$457	
Modified Site Plan Review / higher of \$115/acre or \$30		Discontinued	Discontinued	Discontinued	Discontinued	
Cemetery - Burial Plot Area Only (5 acres)	N/A	N/A	\$200	\$200	\$200	
<b>314512 INSPECTION FEES</b>						
<b>Residential Development Inspection Fees</b>						
Single Family Units/Duplexes / unit	\$140	\$147	\$147	\$147	\$147	
<b>Commercial Development Inspection Fees</b>						
Full Site Plan review / acre	\$435	\$457	\$457	\$457	\$457	
MSPR / acre @ 20% / dept up to 100%	N/A	\$457	\$457	\$457	\$457	
Modified Site Plan Review / higher of \$115/acre or \$30		Discontinued	Discontinued	Discontinued	Discontinued	
Cemetery - Burial Plot Area Only (5 acres)	N/A	N/A	\$60	\$60	\$60	
<b>314514 REZONING FEES</b>	\$350	\$368	\$425	\$425	\$425	
<b>314515 OTHER DEVELOPMENT FEES</b>						
Annexation Fee	\$350	\$368	\$442	\$500	\$500	
Board of Adjustment Fees	\$210	\$220	\$264	\$265	\$275	2
Code Amendment Fee	300	\$315	\$378	\$380	\$380	
General Land Use Plan Amendment	300	\$315	\$378	\$380	\$380	
Planning Building Permit Sub-Check Fee	\$20	\$21	\$22	\$22	\$22	
Re-Application Fee (When noticed item is pulled from agenda by applicant)						
Board of Adjustment of original fee	50%	50%	50%	50%	50%	
Conditional Use of original fee	50%	50%	50%	50%	50%	
Subdivision, Site Plan Review, Annexation, Rezoning, etc.	\$60	\$63	\$63	\$63	\$80	2
Re-Inspection Fees						
Lot	\$40	\$42	\$42	\$42	\$42	
Subdivision	\$165	\$173	\$173	\$173	\$173	
Street Vacation Review By Planning Commission	\$30	\$32	\$150	\$150	\$175	2
Conditional Use Permit Fees						
Site Plan Review	\$75	\$78	\$100	\$100	\$125	2
No Site Plan Review	50	\$53	\$75	\$75	\$75	
Appeal of Conditional Use Conditions	1/2 original	1/2 original	1/2 original	1/2 original	1/2 original	
Dedication Plat To Planning	\$30	\$32	\$32	\$32	\$32	
Demolition Fee	25	\$26	\$26	\$26	\$26	
Temporary Use Permit	\$25	\$26	\$26	\$26	\$30	2
Wireless Telecom Review						
Permitted	\$50	\$53	\$100	\$100	\$100	
Tech. Exception	\$75	\$78	\$250	\$250	\$250	
Home Rebuild Letter	N/A	N/A	\$10	\$10	\$30	2
Lot Line Adjustment	N/A	N/A	\$10	\$10	\$30	2
Address Change	N/A	N/A	\$40	\$40	\$40	
Street Renaming	N/A	N/A	\$100	\$125	\$125	

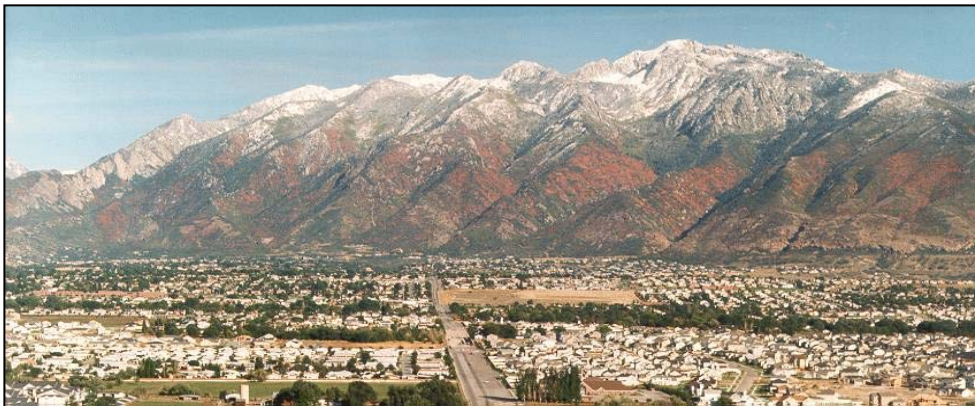
# Budget Information (cont.)

# Planning

Fee Information	2003 Approved	2004 Approved	2005 Approved	2006 Approved	2007 Approved
<b>31229 SIGN PERMIT FEES</b>					
Valuation of sign \$1 to \$500	\$25	\$26	\$26	\$30	\$30
Valuation of sign \$501 to \$2,000					
Fee for first \$500	\$25	\$25	\$25	\$25	\$25
Additional Fee for each \$100 of Val. between \$501 & \$2,000	\$2	\$2	\$2	\$2	\$2
Valuation of sign \$2,001 to \$25,000					
Fee for first \$2,000	\$55	\$55	\$55	\$55	\$55
Additional Fee for each \$1,000 of Val. between \$2,001 & \$25,000	\$9	\$9	\$9	\$9	\$9
Valuation of sign \$25,001 to \$50,000					
Fee for first \$25,000	\$275	\$275	\$275	\$275	\$275
Additional Fee for each \$1,000 of Val. between \$25,001 & \$50,000	\$7	\$7	\$7	\$7	\$7
Valuation of sign \$50,000 and up					
Fee for first \$50,000	\$450	\$450	\$450	\$450	\$450
Additional Fee for each \$1,000 of Valuation above \$50,000	\$5	\$5	\$5	\$5	\$5
Temporary Sign / 7 day period	\$20	\$20	\$20	\$20	\$20
Signs Installed Without Permits (or double the applicable permit fee)	\$110	\$110	\$200	\$200	\$200
Sign Review by Planning Commission	\$30	\$32	\$35	\$40	\$45
Sign Appeal by Planning Commission	\$25	\$26	\$26	\$30	\$40
Sign Tag Fee / sign permit issued	\$1	\$2	\$2	\$2	\$2

2

2



**Ensure Compliance of all Construction According to Building Codes:**

- Educate contractors on new ICC Codes.
- All Inspectors 4-way certified under ICC.
- Engineering peer review on all complicated structures.

**Neighborhood Preservation - Code Compliance:**

- Increase effectiveness and community outreach services.
- Implement Neighborhood Preservation goals.
- Add additional Code Compliance staff (bringing the total to 5 FTE as per the Neighborhood Preservation Plan).

**Five-year Accomplishments**

**Ensure Compliance of all Construction According to Building Codes:**

- Developed contractor education seminars.
- Participate on National Boards for Code and Product approvals.
- Coordinated with the State Legislature on State Building Code bills.
- Certified all inspectors under new International Code Council codes (ICC).

**Neighborhood Preservation - Code Compliance:**

- Computerize Code Compliance including wireless field access.
- Revised Code Compliance staffing structure.
- Developed new Code Compliance policies and procedures.
- Started regular meetings with Neighborhood Coordinators on Code Compliance issues.

**Performance Measures & Analysis**

Measure (Calendar Year)	2003	2004	2005
<b>Building Inspection</b>			
Permits Issued	1,536	1,441	1,444
Inspections Completed	9,099	9,441	8,461
<b>Code Enforcement</b>			
Code Enforcement Cases	3,186	4,712	3,365
Property Liens	18	20	28

**Significant Budget Issues**

- 1 Building/Code Compliance Position** - One position, previously in the CDBG budget, is being converted from contract to full-time. Also, a building inspector became four-way certified and was reclassified to a professional building inspector.

# Budget Information

# Building & Safety

Department 52	2003 Actual	2004 Actual	2005 Actual	2006 Estimated	2007 Approved
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
3122 Building Permit Fees	943,697	964,485	1,146,388	1,274,013	1,042,400
<b>Total Financing Sources</b>	<b>\$ 943,697</b>	<b>\$ 964,485</b>	<b>\$ 1,146,388</b>	<b>\$ 1,274,013</b>	<b>\$ 1,042,400</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 462,640	\$ 483,061	\$ 490,260	\$ 528,824	\$ 590,870
411113 Vacation Accrual	-	-	6,989	250	388
411211 Variable Benefits	97,729	100,465	103,201	113,546	126,910
411213 Fixed Benefits	57,641	63,795	66,123	67,113	78,503
411214 Retiree Health Benefit	1,894	2,335	1,960	2,443	2,438
41131 Vehicle Allowance	6,526	6,578	6,553	6,408	7,369
41132 Mileage Reimbursement	-	-	43	-	-
4121 Books, Sub. & Memberships	3,309	2,875	3,094	2,800	3,300
41231 Travel	7,063	7,813	5,210	6,300	7,000
41232 Meetings	178	82	101	700	300
41235 Training	580	1,138	1,265	2,000	1,500
412440 Computer Supplies	-	-	330	285	-
412450 Uniforms	1,622	1,989	2,084	2,100	2,100
412491 Demolition Fund	3,000	-	-	-	-
412611 Telephone	9,284	7,540	9,963	10,055	9,443
41379 Professional Services	560	-	-	-	-
414111 IS Charges	15,708	17,738	23,311	27,681	28,022
41471 Fleet O & M	10,113	12,414	10,328	12,995	17,613
4174 Equipment	4,778	-	36,489	-	-
43472 Fleet Purchases	15,183	17,953	-	16,800	15,000
<b>Total Financing Uses</b>	<b>\$ 697,808</b>	<b>\$ 725,776</b>	<b>\$ 767,304</b>	<b>\$ 800,300</b>	<b>\$ 890,756</b>

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2005	FY 2006	FY 2007
<b>Full-time:</b>					
Chief Building Official	\$ 2,081.60	\$ 3,122.40	1.00	1.00	1.00
Plans Examiner	\$ 1,511.20	\$ 2,266.80	2.00	2.00	2.00
Code Enforcement Team Leader	\$ 1,280.80	\$ 1,921.20	1.00	1.00	1.00
Professional Building Inspector	\$ 1,280.80	\$ 1,921.20	2.00	2.00	3.00
Building / Code Compliance	\$ 1,112.00	\$ 1,668.00	4.00	4.00	4.00
Permit Technician	\$ 1,036.80	\$ 1,555.20	1.00	1.00	1.00
<b>Total FTEs</b>			<b>11.00</b>	<b>11.00</b>	<b>12.00</b>

**Budget Information (cont.)****Building & Safety**

<b>Fee Information</b>	<b>2003 Approved</b>	<b>2004 Approved</b>	<b>2005 Approved</b>	<b>2006 Approved</b>	<b>2007 Approved</b>
<b>3122 BUILDING PERMIT FEES</b>					
Per IBC Building Standards Valuation Tables & Sandy City Ordinances	3.5% Increase	3.5% Increase	3.5% Increase	Per IBC Table	Per IBC Table
<b>Building Permit Renewal</b>	\$35	\$38	\$38	\$38	\$38
Other Inspections, No Specific Fee Noted	N/A	N/A	\$52	\$52	\$52
<b>Property Maintenance Fees</b>					
Property Abatement - Admin Fee	\$100	\$100	\$100	\$100	\$100
Vehicle Restoration Permit Extension	N/A	N/A	N/A	\$25	\$25
<b>Inspection Bonds</b>					
Power to Panel Bond - Single Lot	N/A	N/A	N/A	\$500	\$500
Power to Panel Bond - Multiple Lots	N/A	N/A	N/A	\$1,000	\$1,000
Permit Violation Bond	N/A	N/A	N/A	\$1,000	\$1,000
Temporary Certificate of Occ. Bond	N/A	N/A	N/A	1.5X Value	1.5X Value
Forfeiture Penalty Bond	N/A	N/A	N/A	2X Value	2X Value

**Budget Information****Boards & Commissions**

<b>Department 53</b>	<b>2003 Actual</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimated</b>	<b>2007 Approved</b>
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 22,786	\$ 17,148	\$ 16,504	\$ 23,700	\$ 22,700
<b>Total Financing Sources</b>	<b>\$ 22,786</b>	<b>\$ 17,148</b>	<b>\$ 16,504</b>	<b>\$ 23,700</b>	<b>\$ 22,700</b>
<b>Financing Uses:</b>					
4121 Books, Sub. & Memberships	\$ 1,755	\$ 1,755	\$ 730	\$ 1,200	\$ 1,200
41231 Travel	3,693	-	1,875	2,100	2,100
41232 Meetings	5,783	5,710	5,286	5,500	5,500
41235 Training	340	85	335	400	400
41236 Committees and Councils	2,676	1,688	438	2,500	2,500
412400 Office Supplies	389	-	-	-	-
41389 Miscellaneous Services	8,150	7,910	7,840	12,000	11,000
<b>Total Financing Uses</b>	<b>\$ 22,786</b>	<b>\$ 17,148</b>	<b>\$ 16,504</b>	<b>\$ 23,700</b>	<b>\$ 22,700</b>

**Business Licensing - Regulation:**

- Revise Business License Code - Title 5.
- Revise alcohol regulation standards.
- Work closely with all regulatory organizations: city, county, and state.
- Develop processes and procedures for enforcement of unlicensed businesses.
- Update cost allocation study for business license fees.
- Refine fee and sales tax verification process.

**Business Licensing - Service Delivery:**

- Electronic filing and payment of business license renewals.
- Use technology to expedite licensing process.

**Development Bond Administration:**

- Streamline development bond process.
- Computerize bond inspection coordination.

**Five-year Accomplishments**

**Business Licensing - Regulation:**

- Revised home occupation ordinance.
- Revised SOB ordinance.
- Revised door-to-door solicitor regulations.
- Created coordination with Code Compliance and Fire Dept. in locating unlicensed businesses and delinquent accounts.

**Business Licensing - Service Delivery:**

- Implemented state one-stop access for business license applications.
- Provided applications, forms, and licensing data on website.

**Development Bond Administration:**

- Dedicated staff for bond administration and implemented a new process for development bond releases.
- Created database for inspection and bond tracking.

**Performance Measures & Analysis**

Measure (Calendar Year)	2003	2004	2005
<b>Business License</b>			
New Licenses Processed	1,024	903	949
Licenses Closed	924	725	872
Current Licenses	5,198	5,600	5,181
<b>Bond Administration</b>			
Total Processed	340	325	362
Total Value	\$20,900,499	\$20,620,945	\$21,253,360
Amount Released	\$10,587,025	\$10,483,676	\$9,728,457
Amount Remaining	\$10,313,475	\$10,137,269	\$11,524,903

**Significant Budget Issues**

No significant budget issues.

# Budget Information

# Community Services

<b>Department 55</b>	<b>2003 Actual</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimated</b>	<b>2007 Approved</b>
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
3121 Business Licenses & Permits	699,800	689,484	768,170	725,000	825,000
<b>Total Financing Sources</b>	<b>\$ 699,800</b>	<b>\$ 689,484</b>	<b>\$ 768,170</b>	<b>\$ 725,000</b>	<b>\$ 825,000</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ -	\$ 126,381	\$ 127,682	\$ 136,867	\$ 143,977
411113 Vacation Accrual	-	-	-	670	501
411211 Variable Benefits	-	25,340	25,218	28,019	29,445
411213 Fixed Benefits	-	18,466	15,415	13,192	13,841
411214 Retiree Health Benefit	-	140	-	-	207
41132 Mileage Reimbursement	-	224	9	200	200
41231 Travel	-	600	138	700	1,000
41232 Meetings	-	-	-	300	-
41235 Training	-	-	-	500	500
412611 Telephone	-	1,749	2,008	1,724	1,777
414111 IS Charges	-	11,867	11,021	11,014	13,148
<b>Total Financing Uses</b>	<b>\$ -</b>	<b>\$ 184,767</b>	<b>\$ 181,491</b>	<b>\$ 193,186</b>	<b>\$ 204,596</b>

<b>Staffing Information</b>	<b>Bi-weekly Salary</b>		<b>Full-time Equivalent</b>		
	<b>Minimum</b>	<b>Maximum</b>	<b>FY 2005</b>	<b>FY 2006</b>	<b>FY 2007</b>
<b>Full-time:</b>					
Information Specialist	\$ 1,112.00	\$ 1,668.00	0.67	0.67	0.67
Business License Coordinator	\$ 1,036.80	\$ 1,555.20	1.00	0.00	0.00
Business License Administrator	\$ 1,112.00	\$ 1,668.00	0.00	1.00	1.00
Community Relations Coordinator	\$ 964.00	\$ 1,446.00	0.90	0.90	0.90
Secretary	\$ 898.40	\$ 1,347.60	1.00	1.00	1.00
<b>Total FTEs</b>			<b>3.57</b>	<b>3.57</b>	<b>3.57</b>

**Budget Information (cont.)**
**Community Services**

<b>Fee Information</b>	<b>2003 Approved</b>	<b>2004 Approved</b>	<b>2005 Approved</b>	<b>2006 Approved</b>	<b>2007 Approved</b>
<b>3121 Business License Fees</b>					
Business License Minimum / License	N/A	N/A	N/A	N/A	\$20
Business License Cap / License	N/A	\$7,000	\$7,350	\$7,350	\$7,350
*Does not apply to sexually-oriented businesses					
Commercial - Base Fee > \$50,000	\$110	\$115	\$120	\$120	\$120
Commercial - Base Fee < \$50,000	\$70	\$70	\$75	\$75	\$75
Home Occ - Base Fee > \$50,000	\$85	\$90	\$90	\$90	\$90
Home Occ - Base Fee < \$50,000					
New License	\$45	\$47	\$50	\$50	\$50
Existing	\$30	\$35	\$50	\$50	\$50
Temporary/Transient	\$150	\$150	\$150	\$150	\$150
Exposition Center					
Promoter / event up to 30 days	\$175	\$175	\$175	\$175	\$175
Contractors					
General / yr	\$70	\$75	\$80	\$80	\$80
Sub-Contractors / yr	\$55	\$60	\$65	\$65	\$65
Disproportionate Fees					
Expo Ctr Events / 1,000 attendees / event	\$50	\$50	\$50	\$50	\$50
High Impact Recreational Facility / yr	\$1,500	\$1,575	\$1,654	\$1,654	\$1,654
Hospital/Convalescent Center / yr	\$350	\$368	\$386	\$386	\$386
Pawn Shop / yr	\$200	\$200	\$210	\$210	\$210
Arcade / yr	\$450	\$473	\$497	\$497	\$497
Entertainment/Theater / yr	\$300	\$315	\$331	\$331	\$331
Hotel/Motel / yr	\$500	\$525	\$551	\$551	\$551
Apartments / unit / yr	\$15	\$16	\$17	\$17	\$17
All Temp. Permits (as in #99-41C) / yr	\$250	\$250	\$263	\$263	\$263
Service Station with Beer / yr	\$450	\$473	discontinued	discontinued	discontinued
Grocery with Beer / yr	\$450	\$473	discontinued	discontinued	discontinued
Bar/Private Club with Alcohol / yr	\$400	\$420	discontinued	discontinued	discontinued
Bowling with Beer / yr	\$600	\$630	discontinued	discontinued	discontinued
Restaurant with Alcohol / yr	\$300	\$315	discontinued	discontinued	discontinued
Service Station / yr	\$450	\$473	\$473	\$473	\$473
Grocery / yr	\$450	\$473	\$473	\$473	\$473
Bar/Private Club / yr	\$400	\$420	\$180	\$180	\$180
Bowling / yr	\$600	\$630	\$400	\$400	\$400
Sexually Oriented Business / yr	\$350	\$368	\$1,000	\$1,000	\$1,000
Disproportionate Alcohol License Fees					
Class A	N/A	N/A	\$108	\$108	\$108
Class B	N/A	N/A	\$492	\$492	\$492
Class D	N/A	N/A	\$300	\$300	\$300
Class E	N/A	N/A	\$207	\$207	\$207
Bar / Private Club	N/A	N/A	\$520	\$520	\$520



**Budget Information (cont.)****Community Services**

<b>Fee Information</b>	<b>2003 Approved</b>	<b>2004 Approved</b>	<b>2005 Approved</b>	<b>2006 Approved</b>	<b>2007 Approved</b>
Other Miscellaneous Fees					
Per Employee	\$10	\$11	\$11	\$11	\$11
Sexually Oriented Business per Performing Employee	N/A	N/A	\$300	\$300	\$300
Sexually Oriented Business per Non-performing Employee	N/A	N/A	\$100	\$100	\$100
Duplicate License	\$15	\$16	\$20	\$20	\$20
Initial Application Processing	\$25	\$26	\$30	\$30	\$30
Transfer Fee/Re-inspection/License	\$35	\$37	\$40	\$40	\$40
Alcohol License Application Fee	\$55	\$55	\$55	\$55	\$55
Re-inspection Fee (over 2 inspections)	\$35	\$37	\$40	\$40	\$40
Delinquent/Penalty Rates					
Delinquent - 45 Days / of original bill	25%	25%	25%	25%	25%
Delinquent - 60 Days / of original bill	50%	50%	50%	50%	50%
Open Without a License - Penalty	100%	100%	100%	100%	100%
Bond Requirements					
Temporary/Transient	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Door-to-Door Soliciting	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Coupons/Subscriptions	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Pawn Shop/Pawn Broker	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Auctioneer/Auction House	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Sexually Oriented Businesses	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Alcohol Sales/Consumption	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

**Overview**

Each year Sandy City receives Community Development Block Grant or CDBG funds from the U.S. Department of Housing and Urban Development. The purpose of the CDBG program is to help in developing viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income.

To be eligible to receive CDBG funds, the project must meet one of three national objectives:

**1. Low and Moderate Income Benefit.** This means that a majority of the citizens benefiting from the proposed project must fall within the low and moderate income category, as defined by the Dept. of Housing and Urban Development. The city has available a Census Bureau map identifying areas that meet the low-moderate income criteria.

**2. Aid in the Prevention or Elimination of Slums or Blight.** The proposed project area must meet criteria that would cause it to be designated a slum or blighted area. The criteria for this determination are available upon request.

**3. Urgent Health and Welfare Need.** This objective is met only by situations with a demonstrable immediate threat to health and welfare that is catastrophic in nature.

There is a broad range of activities or projects eligible for funding under the CDBG program to meet any one of the national objectives. Eligible projects include public improvements, public services, and housing-related projects for low/moderate income persons.

**Administration:**

- Maintain top performance of program under HUD guidelines.
- Observe all HUD regulations under CFR 24.
- Maintain administration funding commensurate with annual entitlement grant.
- Continue to work with CDBG Committee to improve knowledge and review capabilities.
- Increase public awareness of the CDBG Program.

**Low and Moderate Income Benefit:**

- Maintain above 70% of funding to benefit those of low or moderate income.

**Public Improvements:**

- Provide infrastructure funding to assist with affordable housing needs.

**Public Services:**

- Maintain service levels in spite of declining funding levels.
- Evaluate programs to provide the best dollar/person benefit.

**Historic Sandy:**

- Update Historic Sandy master plan.
- Create Historic Sandy elderly housing rehabilitation projects.
- Provide infrastructure funding to assist with affordable housing needs.

**Administration:**

- CDBG Program recognized to be in the top 10 in the nation.
- Completed 2005 Consolidated Plan.
- Maintained administration under the mandatory 20% cap.
- Maintained administration levels with no increase out of entitlement.
- Operated CDBG program within federal guidelines with no findings.

**Low and Moderate Income Benefit:**

- Purchased three housing units for use as transitional housing for the homeless.
- Created Housing Rehabilitation and Downpayment Assistance programs.
- Funded projects that assist low and moderate income households.

**Prevention of Slum and Blight:**

- Funded various city and county-wide programs to remove blighted conditions.

**Public Improvements:**

- Completed the following projects - 300 East reconstruction, Historic Sandy Police Sub-station rehabilitation, 150 East street improvements, Neighborhood Watch signs, Senior Center ADA improvements, 8680 South street improvements, Center Street Park development, and Sandy Station Park improvements.
- Completed sidewalk and pedestrian safety improvements.

**Public Services:**

- Maintained public services under the mandatory 15% cap.
- Diversified funding to subrecipients to provide greater service levels.

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**Performance Measures & Analysis**

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**Administration:**

- Operated under the mandatory 20% cap.
- Maintained <1.5X expenditure vs. entitlement grant balances.
- Maintained administration budget percentage versus grant amount.

**Low and Moderate Income Benefit:**

- Benefited 40,281 low and moderate income persons from CDBG funding (2005).

**Public Improvements:**

- Increased funding for improvements for Historic Sandy.

**Public Services - Housing Projects:**

- Funded public services under the mandatory 15% cap.
- Assisted 2,287 homeless persons.
- Funded 15 non-profit public service programs.
- Completed 138 housing units rehabilitations and emergency home repairs.
- Funded 2 small/minority owned businesses with CDBG Micro Enterprise funding.

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**Significant Budget Issues**

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- 1 Community Development Block Grant** - The grant amount was reduced due to new entitlements nationwide that were competing for the same dollars and because of federal cutbacks.
- 2 Long Range Planning Manager Position** - Due to reduced CDBG moneys the percentage of funding for this position has been reduced and allocated to the Planning budget.
- 3 Code Compliance Officer Position** - This position has been changed from contract to full-time and transferred to the Building and Safety budget.

# Budget Information

# Fund 23 - CDBG Operations

Department 54	2003 Actual	2004 Actual	2005 Actual	2006 Estimated	2007 Approved
<b>Financing Sources:</b>					
313101 CD Block Grant	\$ 546,953	\$ 539,873	\$ 449,066	\$ 670,793	\$ 404,201
313115 HOME Program	6,405	-	-	-	-
<b>Total Financing Sources</b>	<b>\$ 553,358</b>	<b>\$ 539,873</b>	<b>\$ 449,066</b>	<b>\$ 670,793</b>	<b>\$ 404,201</b>
<b>Financing Uses:</b>					
4100 Administration	\$ 86,002	\$ 85,227	\$ 78,034	\$ 87,588	\$ 72,396
412470 Special Programs	16,532	-	-	2,000	-
23002 Emergency Home Repair	29,516	30,530	29,554	37,191	25,000
23004 Historic Community Officer	10,000	5,000	5,000	-	-
23005 The Road Home	22,400	17,400	14,164	15,400	15,400
23008 Legal Aid Society of S. L.	12,000	12,000	10,433	13,652	9,865
23009 Senior/Handicapped Home Imp	4,994	5,060	6,113	5,000	5,000
23010 South County Food Pantry	4,200	4,000	4,200	4,200	4,200
23011 Utah Food Bank	11,000	8,000	7,440	8,060	8,000
23013 South Valley Sanctuary	10,320	10,921	7,500	12,577	8,865
23014 Comprehensive Housing	2,000	2,000	3,000	3,000	3,000
23033 Utah Micro Enterprise Loan	10,000	6,000	-	4,000	-
23037 YWCA Women's Shelter	2,007	4,297	5,298	6,405	5,000
23038 Family Support Center	1,500	3,375	6,125	4,750	4,000
23041 Community Legal Center	-	-	-	2,000	-
23042 VISIONS	2,595	2,174	518	10,714	-
23043 Blight Prevention	-	-	-	14,873	-
23044 Transitnl House Fence Repair	-	-	-	2,500	-
23045 Code Enforcement Officer	-	-	28,567	54,597	-
23046 Community Health Center	-	-	-	4,136	2,000
23047 Transitional Housing Maint.	-	6,000	4,937	4,063	3,199
41323 Construction Contracts	92,342	103,053	-	-	-
23036 Sidewalk Repair	-	-	-	50,000	-
23049 Historic Sandy Infrastructure	-	-	-	65,672	-
23999 Miscellaneous Projects	-	-	-	22,416	-
44131 Transfer to Debt Service	235,950	234,836	238,183	235,999	238,276
<b>Total Financing Uses</b>	<b>\$ 553,358</b>	<b>\$ 539,873</b>	<b>\$ 449,066</b>	<b>\$ 670,793</b>	<b>\$ 404,201</b>
<b>Excess (Deficiency) of Financing Sources over Financing Uses</b>	-	-	-	-	-

# Budget Information (cont.)

# Fund 23 - CDBG Operations

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2005	FY 2006	FY 2007
<b>Full-time:</b>					
Zoning Administrator	\$ 1,939.20	\$ 2,908.80	0.90	0.00	0.00
Long Range Planning Manager	\$ 1,939.20	\$ 2,908.80	0.00	0.72	0.58
Community Relations Coordinator	\$ 964.00	\$ 1,446.00	0.10	0.10	0.10
<b>Contract Employees</b>					
Code Compliance Officer	\$ 1,112.00	\$ 1,668.00	1.00	1.00	0.00
<b>Temporary / Seasonal:</b>					
Undergraduate Intern	\$ 9.27	\$ 12.64	0.00	0.00	0.00
<b>Total FTEs</b>			2.00	1.82	0.68